

CIITS: Completing Self-Reflections Quick Reference Card

Self-reflection is a process by which teachers assess the effectiveness of their instructional planning, lesson implementation, content knowledge, beliefs, and dispositions for the purpose of self-improvement. When teachers use data to reflect on what worked, what did not work, and what types of changes they might make to be more successful, the likelihood of knowing how to improve increases dramatically. Evidence suggests that self-reflection is a critical component of the evaluation process. (Airason & Gullickson, 2006; Tucker, Stronge, & Gareis, 2002).

The goal of self-reflection is to improve teaching and learning through ongoing thinking on how professional practices impact student and teacher learning. The attainment of this goal is facilitated through the development of a professional growth plan that either develops or hones professional practices and leadership skills.

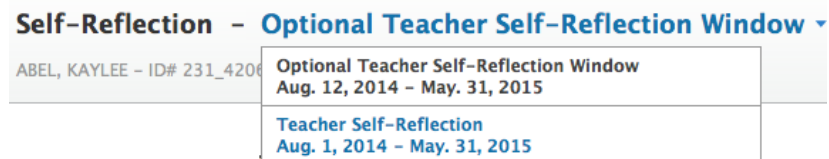
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To access Self-Reflections:

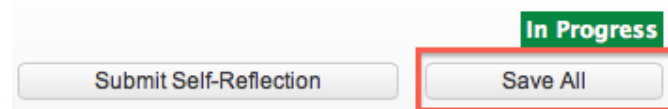
1. From the Educator Development menu, click **Self-Reflection**



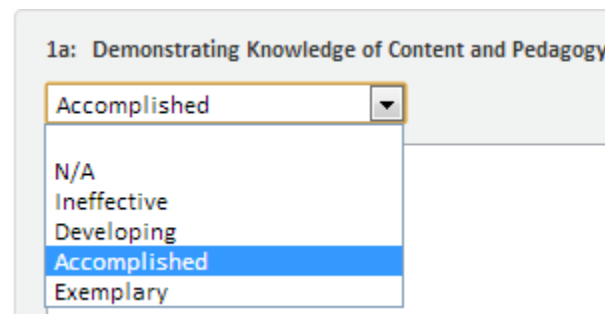
2. Ensure you have selected the correct Window to enter your self-reflection. A second "Optional" window has been created in the event you submit your first self-reflection and need to enter edited/updated content.



Autosave has been enabled for Self-Reflection and will save changes every 15 seconds. You can also click the "Save All" button at any time to save your data in the system.



3. As a self-assessment, select a rating for each of the Danielson components.



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4. For each self-assessment, provide a rationale or explanation to support your rating.
5. While your Self-Reflection is "In Progress" you will be able to make edits.

In Progress

6. To save your Self-Reflection data and exit out of the Self-Reflection tool (without submitting to your reviewer), click the "Save & Exit" button in the upper right corner. This will allow you to return and continue work in your Self-Reflection.

Save & Exit ✕

7. To submit your Self-Reflection for Principal review, click **Submit Self-Reflection**. Once you have submitted your Self-Reflection as Final, you will no longer be able to edit it. Your supervisor/principal should communicate when it is time to submit your final version.

Submit Self-Reflection